

SECTION XII – Ordering instructions

The following step-by-step instructions will guide you through placing orders for copiers through eVA.

Below are the 6 basic steps to ordering a copier. The Screen shots will walk you through screen by screen.

Step 1 – Open and Print the Contract Award Sections I-XI

Step 2 – Save the Award Summary to your hard drive and then open file from excel, print the zones that apply to your agency or public body

Step 3 – Save the vendor(s) file to your hard drive and then open file from excel, select the copier you are ordering from the front page.

Step 4 – Copy the selected copier order form to a new workbook.

Step 5 – Complete and save the order form*Important if you are placing a order for a connected copier a site survey shall be completed before the order can be placed.

Step 6 – Place an eVA non-catalog order to vendor and attach the completed order form. **Agencies that are placing orders in eVA through ERP interfaces shall complete the excel order form and attach it in their ERP order and the order will entered the interface loads.

Vendors are not allowed to accept or fulfill orders that are not submitted through eVA.

eVA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://www.eva.state.va.us/Contracts/contracts.htm

virginia.gov

DPS Website
Learn About eVA
Training
NIGP Codes
UNSPSC Codes
Recommended Browser
Knowledge Center
Site Map

Contract Files

Document	Contract Number
Section IXI - Award	Copiers R1
Section XII - Ordering Instructions	Copiers R1
Section XIII - Award Summary	Copiers R1
Section XIII - Ricoh Award	Copiers R1
Section XIII - Xerox Award	Copiers R1
Section XIII - Cobb - Mita Award	Copiers R1
Section XIII - Cobb - Toshiba Award	Copiers R1
Section XIII - Imagistics Award	Copiers R1
Section XIII - Minolta Award	Copiers R1
Section XIII - Sharp Award	Copiers R1
Section XIII - Canon Award	Copiers R1
Section XIII - Ikon-Canon Award	Copiers R1

Back

Click here to open the Award document. It is a PDF file.

DGS - Division of Purchases & Supply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://159.169.222.200/dps/

http://159.169.222.200/dps/Download/6004602a.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://159.169.222.200/dps/Download/6004602a.pdf

Print

Bookmarks
Thumbnails

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY
P.O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

NOTICE OF CONTRACT AWARD

1. DATE October 15, 2002

2. COMMODITY NAME Copiers

1. CONTRACT NUMBER 6004602

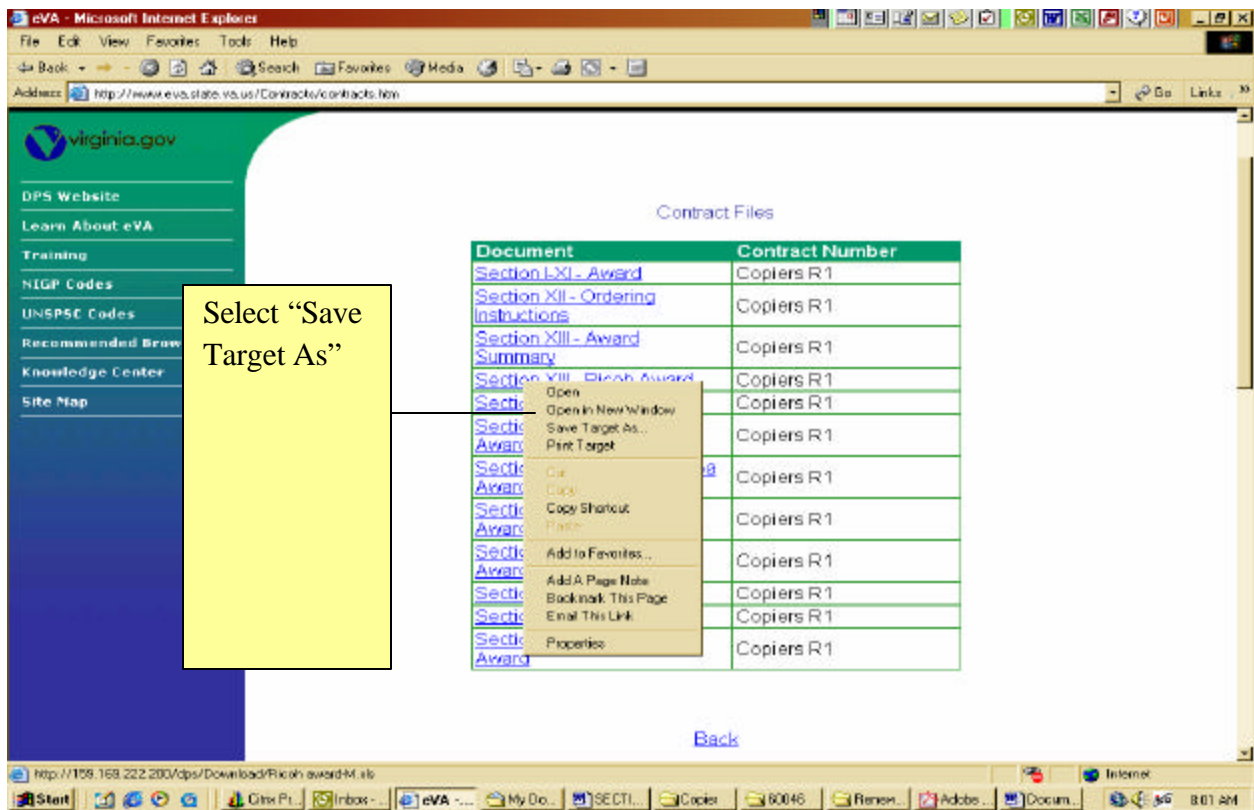
1 of 56 8.5 x 11 in

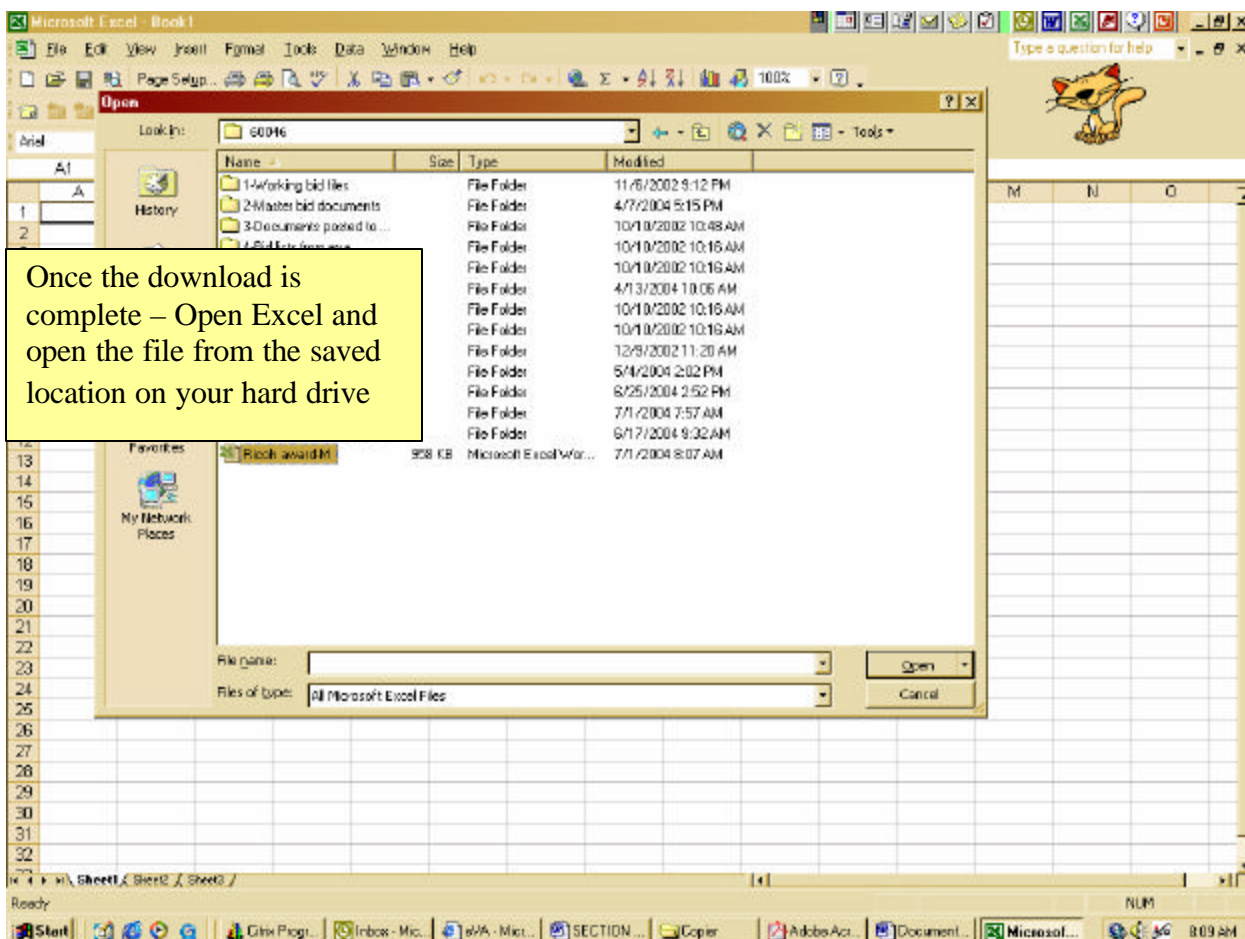
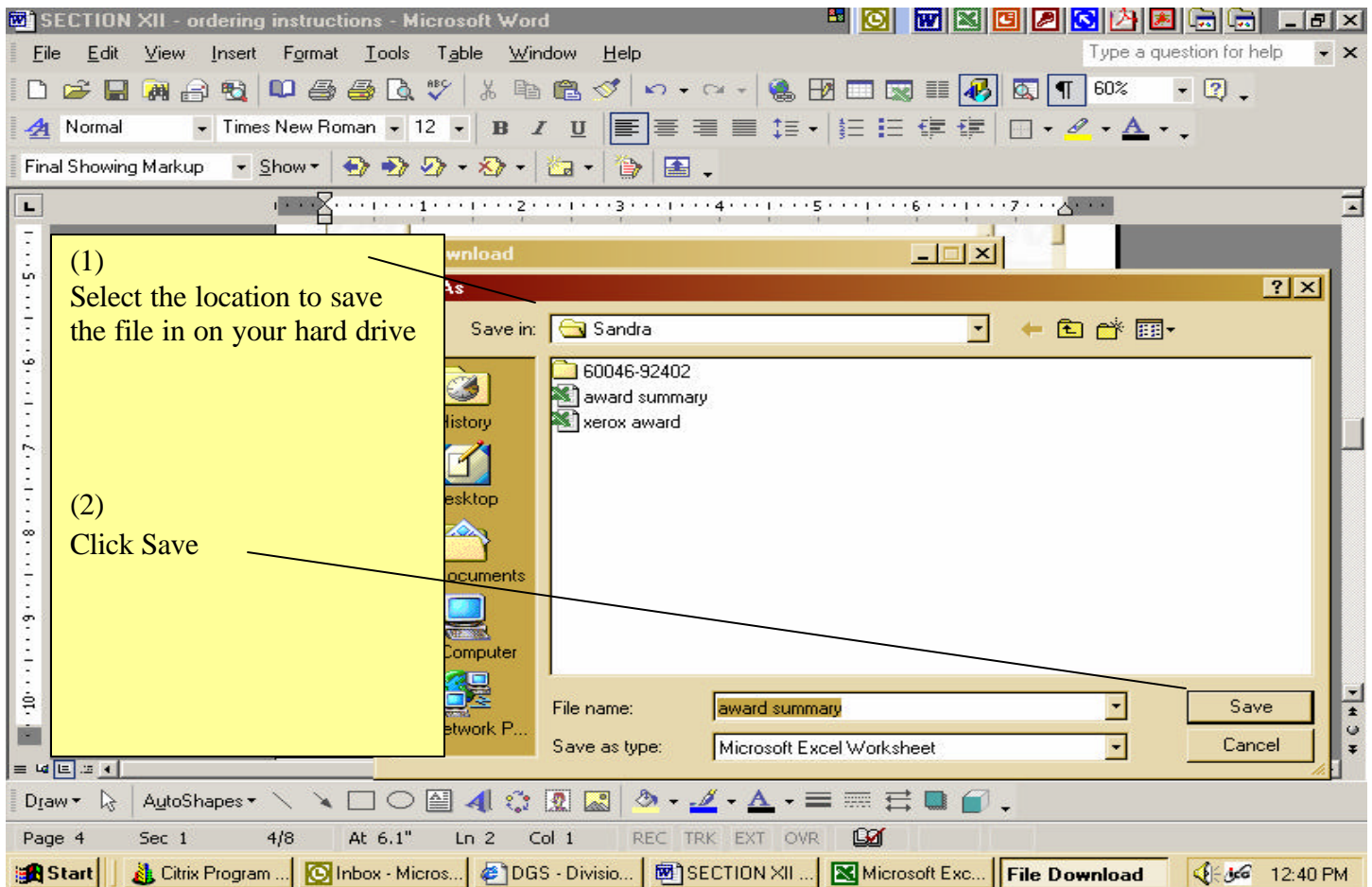
Done

Section XIII - Canon Award

Copiers

Click here to print.





http://159.169.222.200/dps/Download/award%20summary.xls - Microsoft Internet Explorer

File Edit View Insert Format Tools Data Go To Favorites Help

Address http://159.169.222.200/dps/Download/award%20summary.xls

B4 97

Copier Award Summary

Click on the zone your are located in

If you do not not know your zone number reference the zone map and country and city listing in the the award document

97	98
99	100
101	102
103	104
105	106

Click on the Zone that you are located in.

If you are unsure of your zone refer to the zone listing in the contract award document.

Zone Selection / Zone 97 / Zone 98 / Zone 99 / Zone 100 / Zone 101 / Zone 102 / Z

Unknown Zone

Start Citrix Program Nei... Inbox - Microsoft ... DGS - Division of ... Document1 - Micr... http://159.169... 9:58 AM

Microsoft Excel - award summary

File Edit View Insert Format Tools Data Window Help

Type a question for help

Page Setup... 80%

Times New Roman 14 B U

B2 Standalone

ZONE 98						
BENCHMARK 1A	Standalone				Cor	
Volume Range	1,000 to 6,000 copies monthly				2,000 to 10,000	
Copy per Minute - 15	Outright Purchase		12 Month	36 Month	Outright Purchase	
	Purchase Price	Minimum for 1/3 monthly	Rental Price per month	Rental Price per month	Purchase Price	Minimum for 1/3 monthly
RICOH	\$1,193.00	\$15.97		\$48.10	\$1,743.00	\$22.4
IMAGISTICS	\$1,364.00	\$16.02				
COBB - MITA	\$956.00	\$20.98	\$65.00			
BENCHMARK 1B	Standalone				Cor	
Volume Range	1,000 to 6,000 copies monthly				2,000 to 10,000	
Copy per Minute - 15 Document Feeder	Outright Purchase		12 Month	36 Month	Outright Purchase	
	Purchase Price	Minimum for 1/3 monthly	Rental Price per month	Rental Price per month	Purchase Price	Minimum for 1/3 monthly
RICOH	\$1,421.00	\$15.97		\$53.80	\$1,971.00	\$22.4
IMAGISTICS	\$1,490.00	\$16.02			\$2,140.00	\$24.4
COBB - MITA	\$1,199.00	\$20.98	\$73.00			
COBB - TOSHIBA						\$125.00

Print the award summary

Use this zone award summary along with the benchmark specifications in the award document to make decision on the copier that best meets your needs.

Zone Selection / Zone 97 / Zone 98 / Zone 99 / Zone 100 / Zone 101 / Zone 102 / Z

Ready NUM

Start Citrix Program ... Inbox - Micros... DGS - Divisio... SECTION XII ... xerox award award sum... 12:41 PM

Right Click here to save the vendor file to your hard drive.

Contract Files

Document	Contract Number
Section I-XI - Award	Copiers R1
Section XII - Ordering Instructions	Copiers R1
Section XIII - Award Summary	Copiers R1
Section XIII - Ricoh Award	Copiers R1
Section XIII - Xerox Award	Copiers R1
Section XIII - Cobb - Mita Award	Copiers R1
Section XIII - Cobb - Toshiba Award	Copiers R1
Section XIII - Imagistics Award	Copiers R1
Section XIII - Minolta Award	Copiers R1
Section XIII - Sharp Award	Copiers R1
Section XIII - Canon Award	Copiers R1
Section XIII - Ikon-Canon Award	Copiers R1

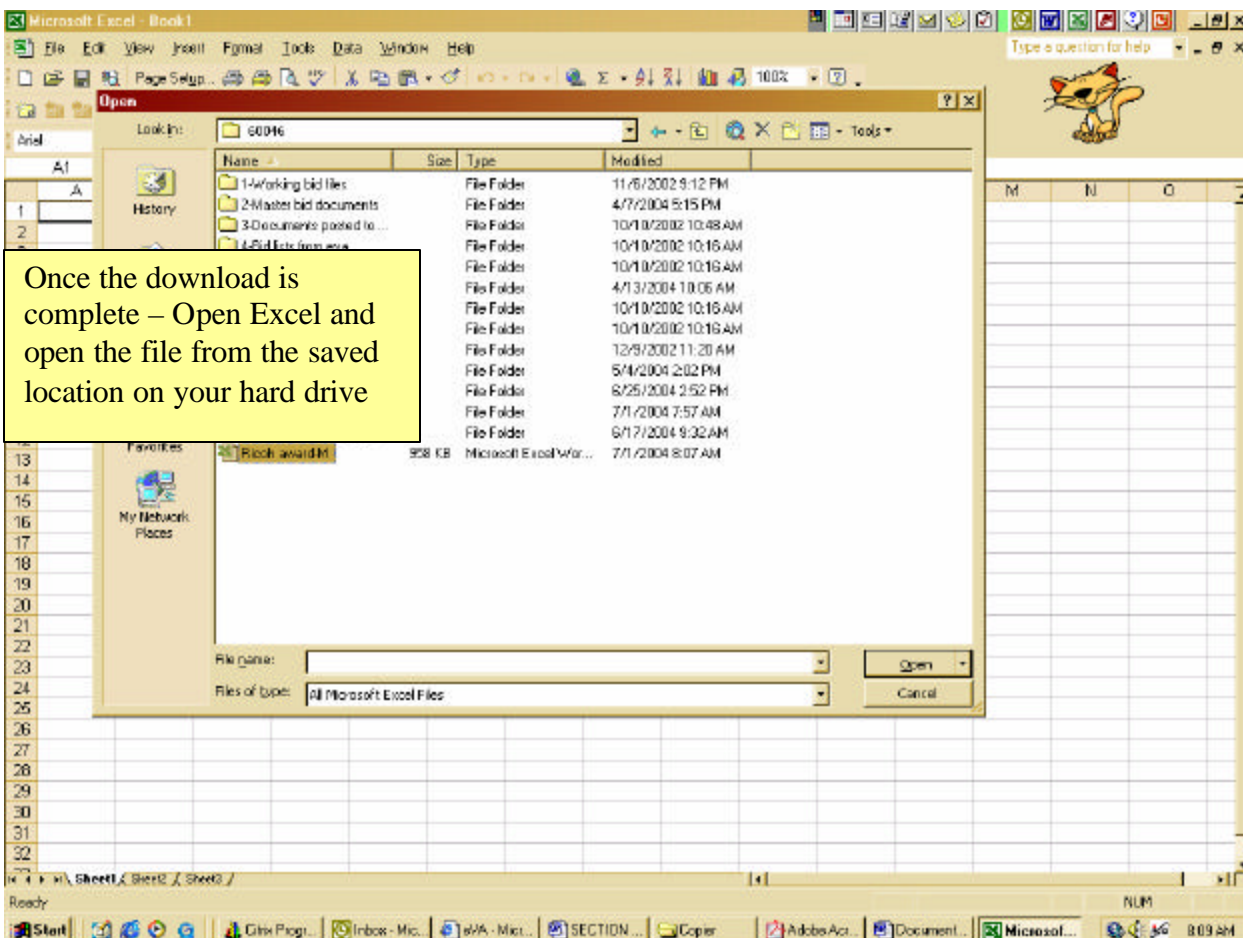
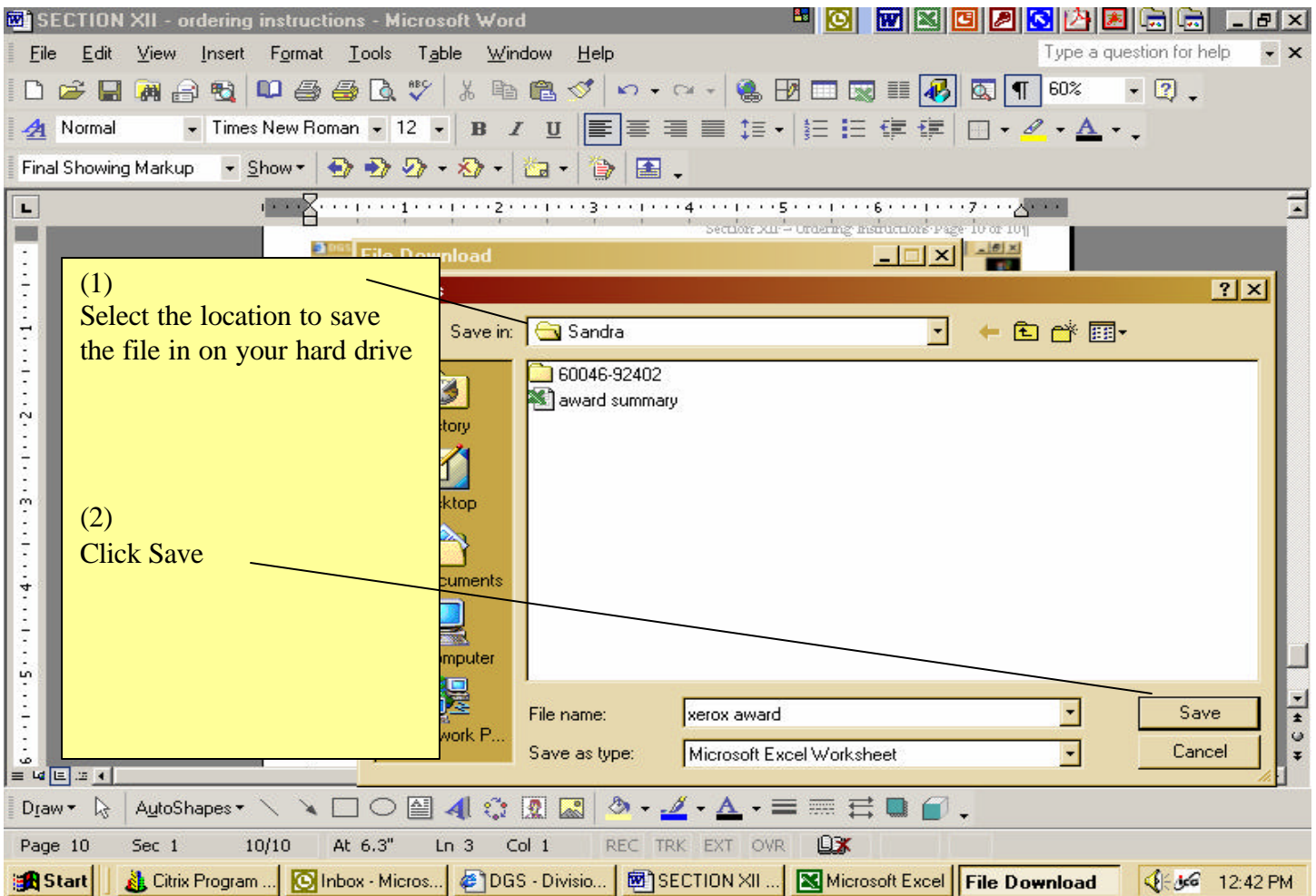
Back

Select "Save Target As"

Contract Files

Document	Contract Number
Section I-XI - Award	Copiers R1
Section XII - Ordering Instructions	Copiers R1
Section XIII - Award Summary	Copiers R1
Section XIII - Ricoh Award	Copiers R1
Section XIII - Xerox Award	Copiers R1
Section XIII - Cobb - Mita Award	Copiers R1
Section XIII - Cobb - Toshiba Award	Copiers R1
Section XIII - Imagistics Award	Copiers R1
Section XIII - Minolta Award	Copiers R1
Section XIII - Sharp Award	Copiers R1
Section XIII - Canon Award	Copiers R1
Section XIII - Ikon-Canon Award	Copiers R1

Back



Microsoft Excel - Imagistics Award-05

File Edit View Insert Format Tools Data Window AuthorLink Explorer Help

clear all bookmarks

Arial 24 B I U

UPDATE

Finding the Copier worksheet that you are searching for.

Due to problems with the links constantly being broken, the following is the new method for finding the copier order form you are searching for.

Each work sheet is named to match the Benchmark, Acquisition Plan and Connectivity Option

10-OP-ORDER -S

Benchmark Number	Acquisition Plan	Connected or Standalone
1	Outright Purchase - Standalone	Example 10-OP-ORDER -S
2	Outright Purchase - Connected	Example 3A-OP-ORDER -C
3	12 Month Rental - Standalone	Example 5-12-ORDER -S
4	12 Month Rental - Connected	Example 5-12-ORDER -C
5	36 Month Rental - Standalone	Example 4B-36-ORDER -S
6	36 Month Rental - Connected	Example 11-36-ORDER -C

The worksheets are ordered in the workbook (file) in the following method

To see a listing and to select the copier order form simply "right" click on the arrow in the lower left hand corner

FINDING THE ORDER FORM

Draw AutoShapes

Ready NUM

Start Citrix Program ... Inbox - Microso... eVA Home Pa... AMS ADVANT... Microsoft E... 6004605r - Mic... SECTION XII - ... 11:18 PM

Follow the "FINDING THE ORDER FORM" worksheet located in each vendor file

Microsoft Excel - xerox award

File Edit View Insert Format Tools Data Window Help

Type a question for help

60%

Once you are at the order form for the selected copier

- "right" click on the tab at the bottom
- Select the "Move or Copy..." option

Insert...

Delete

Rename

Move or Copy...

Select All Sheets

Tab Color...

View Code

4A-12-RENEWAL-S 4B-12-ORDER-S 4B-12-OVERAGES-S 4B-12-RENEWAL-S 5-12-ORDER-S 5-12-OVEF

Ready NUM

Start Citrix Program Nei... Inbox - Microsoft ... DGS - Division of ... SECTION XII - ord... xerox award 12:44 PM

Microsoft Excel - xerox award

File Edit View Insert Format Tools Data Window Help

Type a question for help

Page Setup... 60%

Times New Roman 16 B I U

B11

On the window that opens

- (1) on the pull down under "To Book" – select "(new book)"
- (2) Check the Box next to create a copy
- (3) Click OK

Move or Copy

Move selected sheets

To book:

xerox award.xls

(new book)

xerox award.xls

11-OP-OVERAGES-S

11-OP-RENEWAL-S

☒ Create a copy

OK Cancel

Ready

Start Citrix Program Nei... Inbox - Microsoft ... DGS - Division of ... SECTION XII - ord... xerox award 12:44 PM

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

Page Setup... 60%

Times New Roman 16 B I U

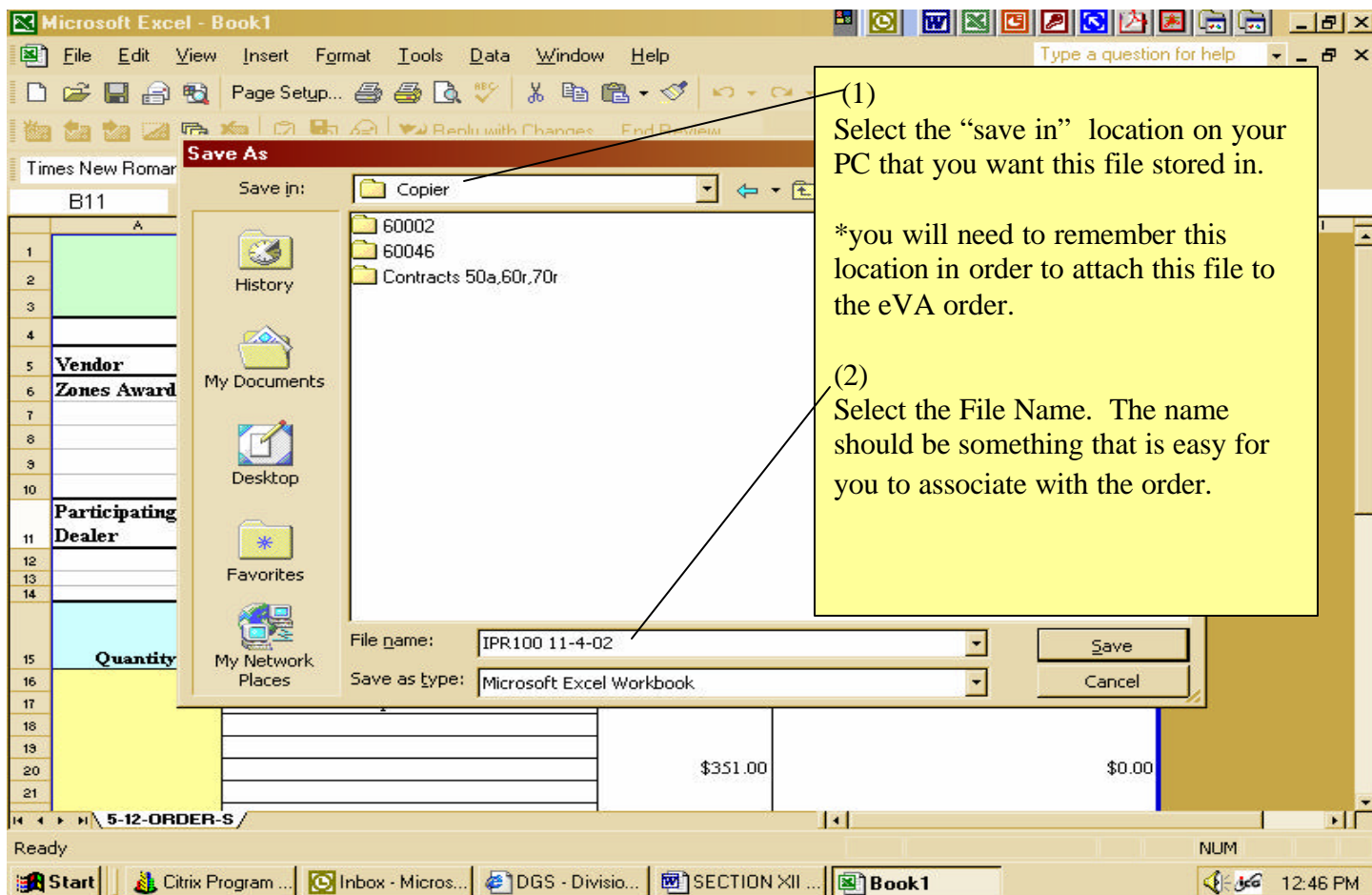
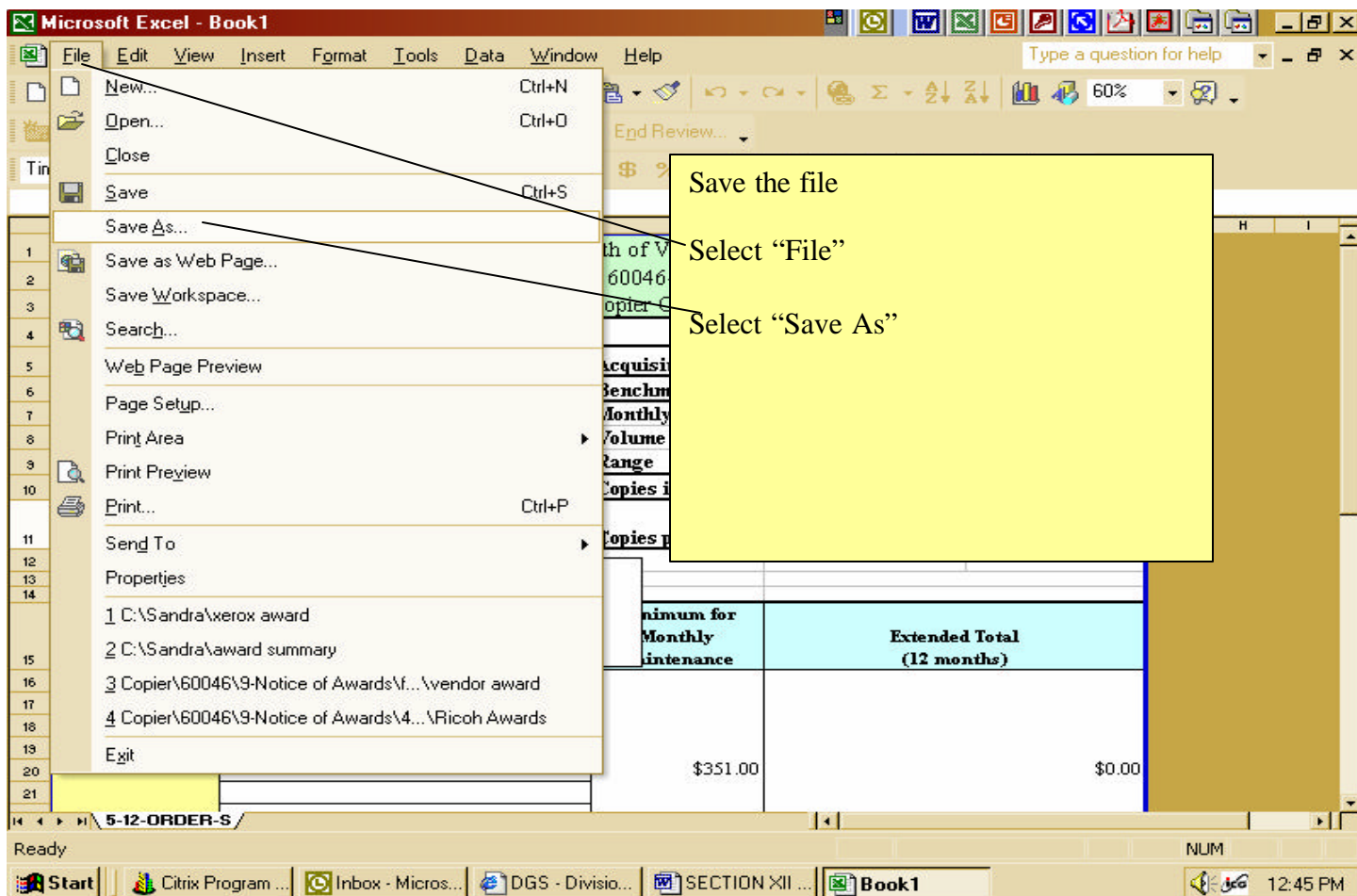
B11

Your order form is now in a new excel file and you are ready to configure your order.

1	Comm		
2	Cor		
3	12 Month R		
4			
5	Vendor	Xerox Corporation	
6	Zones Awarded	97	98
7		99	100
8		101	102
9		103	104
10		105	106
11	Participating Dealer		
12			
13		Participating	
14		Select the app	
15	Quantity	Copier De	Intenance (12 months)
16		dc545h	
17		dc35fin-finisher stapler/stacker w 3 hole	
18			
19			
20			\$351.00
21			\$0.00

Ready

Start Citrix Program ... Inbox - Micros... DGS - Divisio... SECTION XII ... xerox award Book1 12:44 PM



Microsoft Excel - Ricoh award-M

Type a question for help

File Edit View Insert Format Tools Data Window Help

Page Setup... Reply with Changes... End Review...

Times New Roman 18 B I U \$ % , +.00 -.00

A1 Commonwealth of Virginia

1	Commonwealth of Virginia			
2	Contract # 60046-04 Renewal 1			
3	Copier Purchase Order Form			
4	***IMPORTANT - Order Number to be referenced for INVOICING. Enter number or vendor will invoice using the eVA order number ***		USE eVA order number	
5	Vendor	RICOH Corporation	Acquisition Plan	OUTRIGHT PURCHASE - STANDALONE
6	Zones Awarded	97	Benchmark	1B
7		99	Monthly	1,000
8		101	Volume	to
9		103	Range	6,000
10		105	Copies included	333
11	Participating Dealer		Copies per minute	15
12				
13				
14				
15	Quantity	Copier Description	Purchase Price	Extended Total
16		Afficio 2015** Digital Copier #411654		
17		DF78 ADF** #411693		
18		PS460 (500x1) Paper Bank #410757		
19		Medium FAC15 (use w/PS460) #411064		
20			\$1,436.00	\$0.00
21				
22				
23				
24				
25	Quantity	Optional Accessories	Purchase Price	Extended Total
26				\$0.00
27				\$0.00
28		PS450 (500x2) Paper Bank #410760	\$725.00	\$0.00
29		Large FAC16 (use w/no Paper Bk) #411065	\$131.00	\$0.00
30		Small FAC17 (use w/PS450) #411066	\$124.00	\$0.00
31		Scanner/ Printer Kit #001852MIU	\$556.00	\$0.00
32		All in one Kit (Scan/print/fax) #001850MITI	\$728.00	\$0.00

Ready Front Page Datasheet Change History Network Support 1A-OP-ORDER-S 1B-OP-ORDER-S 2A-OP-ORDER-S 2B-OP-ORDER-S 3A-OP-ORDER-S

NUM

Start Citrix Inbo... eVA... SEC... Copier Ado... Doc... Mic... 1 Re... File Dow... 8:59 AM

Select the PO number to display on invoices from the vendor.

Click on the yellow section and type in the PO number you would like to the vendor to use for invoicing. (i.e. ERP PO number)

*** NOTE – If the eVA generated number is what you want on the invoice you do NOT need to change this field.**

Microsoft Excel - IPR100 11-4-02

File Edit View Insert Format Tools Data Window Help

Page Setup... 60%

Times New Roman 16

B I U

B11

	A	B	C	D	E	F	G	H	I
1	Commonwealth of Virginia								
2	Contract # 60046-02								
3	12 Month Rental Copier Order Form								
4									
5	Vendor	Xerox Corporation		Acquisition Plan	12				
6	Zones Awarded	97	98	Benchmark	5				
7		99	100	Monthly	30				
8		101	102	Volume	to				
9		103	104	Range	50				
10		105	106	Copies included	30				
11	Participating Dealer			Copies per minute	45				
12									
13									
14									
15	Quantity	Copier Description		Minimum for Monthly Maintenance					
16		dc545h							
17		dc35fin-finisher stapler/stacker w 3 hole							
18									
19									
20									
21									

Participating Dealer
Select the appropriate
Participating Dealer

Minimum for
Monthly
Maintenance

\$351.00

5-12-ORDER-S/

Ready

NUM

12:47 PM

Select the Participating Dealer if applicable.

* NOTE – IF you do not select a participating dealer when required it will result in your order being delayed.

You can increase the size view to read the dealers names.

Microsoft Excel - IPR100 11-4-02

File Edit View Insert Format Tools Data Window Help

Type a question for help

Page Setup... 60%

Times New Roman 14 B I U

A16 1

Quantity Optional Accessories

256memkit-256mb upgrade kit
dc35fi-foreign interface device
dc35upg-dc to st upgrade kit
ifaxpk-internet fax pak
scanpk-network scan w e-mail pak
scsrvfxpk-scan/email/mw srv fax
srvfxpk-network server fax pak
usbkit-usb direct connect kit
dc35set-offset catch tray
dlkscansw-delux scan sw
mwacnet-network accounting enable
scnifaxpk-scan/email/ifax
securkit-image overwrite kit
stdscansw-standard scan sw

Grand Total Monthly Amount Purchase Order Total

\$351.00 \$4,212.00

5-12-ORDER-S/

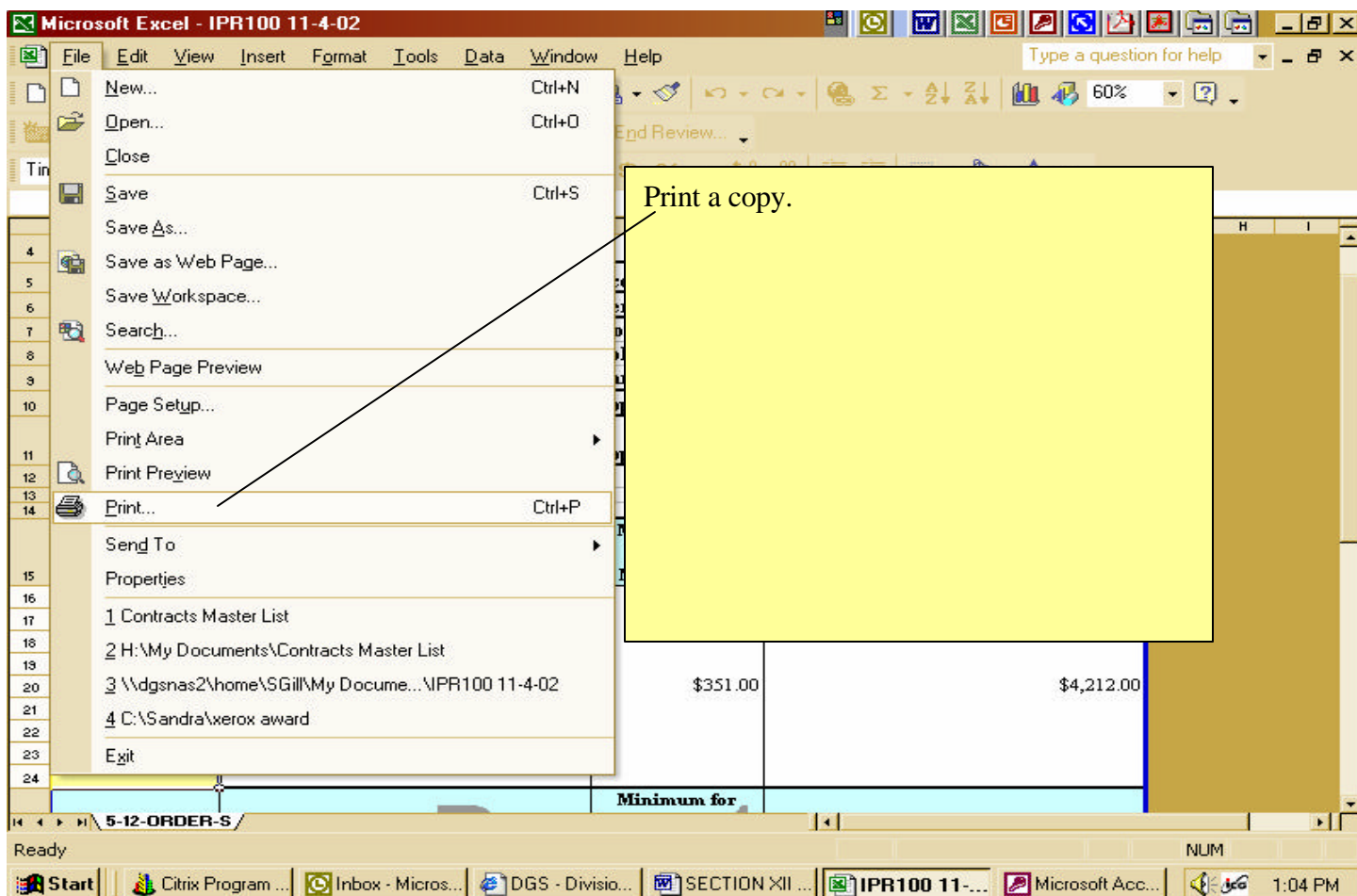
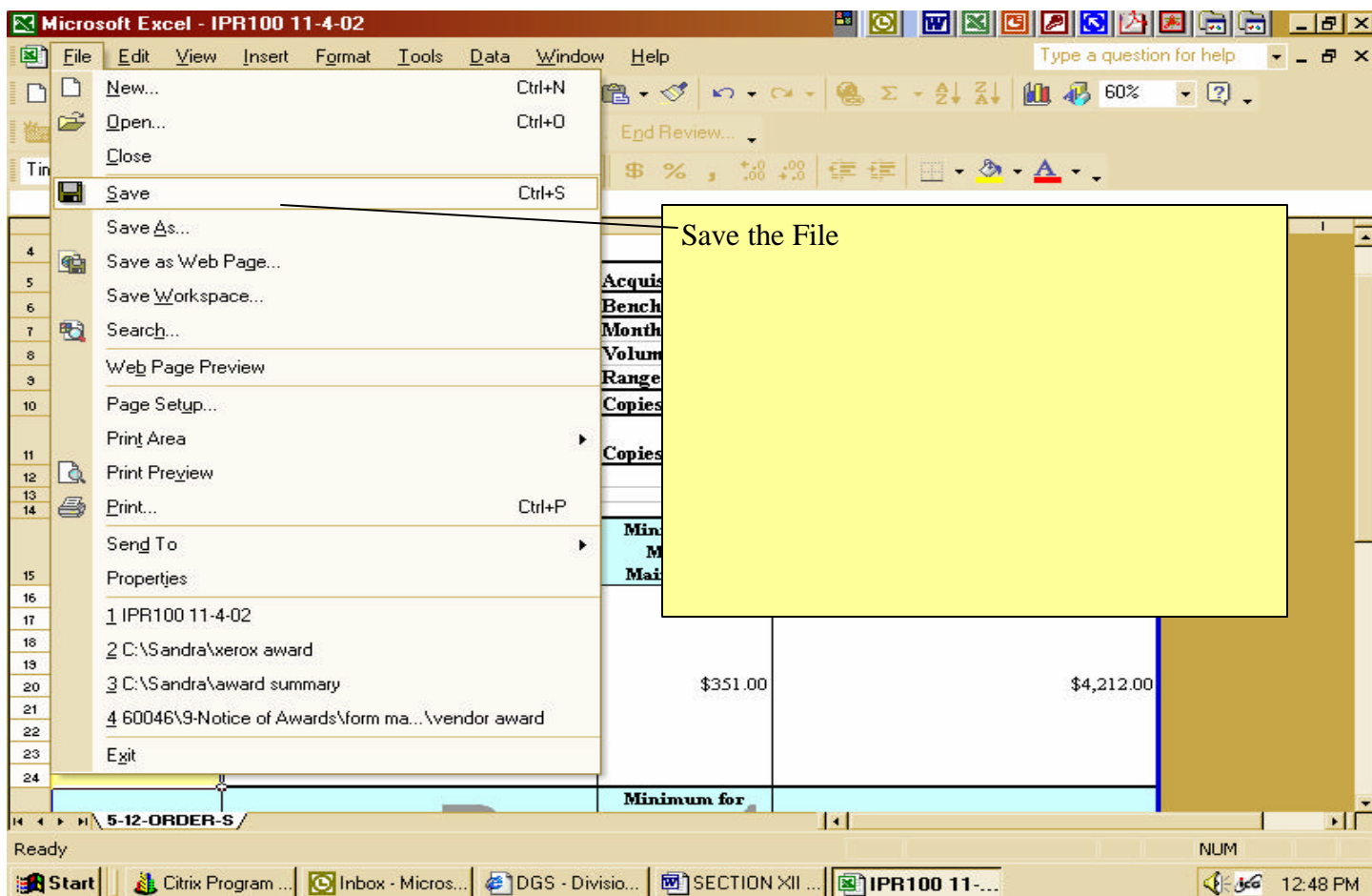
Ready

Start Citrix Program ... Inbox - Micros... DGS - Divisio... SECTION XII ... IPR100 11-...

NUM 12:48 PM

Select any optional accessories that are needed.

Once you have finished this your Purchase Order Total and the monthly amount is now completed. You will use the purchase order total when entering the order in eVA.



Microsoft Excel - IPR100 11-4-02

File Edit View Insert Format Tools Data Window Help

Type a question for help

Page Setup... 60% Close Window

Times New Roman 14 B I U

A16 1

	A	B	C	D
4				
5	Vendor	Xerox Corporation		Acquisiti
6	Zones Awarded	97	98	Benchma
7		99	100	Monthly
8		101	102	Volume
9		103	104	Range
10		105	106	Copies in
11	Participating Dealer			Copies pe
12				
13				
14				
15	Quantity	Copier Description		Minimu Mont Mainte
16		dc545h		
17		dc35fin-finisher stapler/stacker w 3 hole		
18				
19				
20	1			
21				
22				
23				
24				

5-12-ORDER-S/

Ready NUM

Start Citrix Program ... Inbox - Micros... DGS - Divisio... SECTION XII ... IPR100 11-... Microsoft Acc... 1:04 PM

Close the file.

You are now ready to log into eVA and place the order.

NOW to eVA

Ariba at a Glance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAs058IG&awr=null Go Links >>

Welcome Gill, Sandra last visit 10/24/2002 7:52 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Approve

- Needs Approval 0

Status

- Composing 1
- Submitted 0
- Approved 5
- Denied 0

Create

- Requisition**
- Company eForm

Explore

- Saved Searches
- System Searches
- Catalogs
- Folders

Report

- Saved Reports
- Standard Reports

Status

Create

Once you have logged into eVA and clicked on Shop Now.

Select Create a Requisition

Done Internet

Start Citrix Program ... Ariba at a ... SECTION XII ... IPR100 11-4-... Microsoft Ac... 1:27 PM

Add Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsW/Aso58IG&awr=2> Go Links >>

Requisition

- 1 Title
- 2 Add Items
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

Enter the information required by your agency on the title screen.

Click on the "Next" button when finished

Title - Requisition

Title: Copier - Benchmark 5, 12 Month Rental, Standalone

On Behalf Of: Gill, Sandra +

Hold Until: 10

Agency: 100 +

FY: 2003 +

PO Category: R01 +

Header Cross Reference:

Requisition Items: 0 Total: \$0.00USD

one or more of the other requisition fields, if someone else, the accounting, shipping, and you finish adding a title, click **Next** to add

Done

Start Citrix Program... Inbox - Micro... Add Title ... SECTION XII... IPR100 11-4... Microsoft Ac... 1:29 PM

Add Items - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsW/Aso58IG&awr=3> Go Links >>

eVA Welcome Gill, Sandra last visit 10/24/2002 7:52 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

2 Add Items

Requisition PR78084

Copier - Benchmark 5, 12 Month Rental, Standalone

Requisition Items: 0 Total: \$0.00USD

Add items to your requisition. You can enter details for non-catalog items at this step in the process or **Summary** to

Non-Catalog

Search

Apparel and Luggage and Personal Products

Clothing Footwear Luggage and handbags and packs and cases ...

Building and Construction Machinery and Accessories

Heavy construction machinery and equipment

Chemicals including Bio Chemicals and Gas Materials

Acids and their salts and esters Additives

Click on the "Non-Catalog" button

Done

Start Citrix Program... Inbox - Micro... Add Items ... SECTION XII... Microsoft Excel 1:30 PM

Note you will complete one line item for each unique copier ordered and maintenance agreement.

Complete the full Description. This should reference the vendor to see the attached spreadsheet.

Full Description: See Attached Excel Spreadsheet. Benchmark 5, 12 month rental, standalone

*Commodity Code: (no value) Value is not acceptable

Supplier: (No Preference)

Contact: (no value)

Supplier Part Number:

Contract Number:

Click on the blue the chooser button to select the commodity code

Photocopiers

Add Item Update Total

Ariba Chooser - Microsoft Internet Explorer

Address: https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAso58IG&awr=7

Welcome Gill, Sandra last visit 10/24/2002 7:52 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- Title ✓
- Add Items ✓
- Accounting
- Shipping
- Comments
- Approval Flow
- Summary

Choose Value for Commodity Code

Click **Select** to add that value to your request, or type a value in the search field and click **Search** to retrieve a list of values containing that text. You can also click a page number to display the values that appear on that page, and then make your selection(s).

There are too many matches to display the entire list. Please refine your search criteria and try again.

Field: Name

Name	Action
There are no items to display.	

Type the word Photocopier and click search

Address: https://cust-11.buyersense.com/Ariba/Buyer/aw?ii73v0_291001000=awsn&aws=9DRRKBzsWASo58IG&awr=b

Full Description: See Attached Excel Spreadsheet. Benchmark 5, 12 month rental, standalone

*Commodity Code: Photocopiers +

Supplier: (No Preference) +

Contact: (no value)

Supplier Part Number:

Contract Number:

* Indicates required field

Click on the Supplier blue chooser button.

***Note: you are selecting the VENDOR NOT the Participating Dealer. All orders go to the VENDOR. The Vendor then routes them to the participating dealer that you selected on the excel order form.**

< Prev Next > Summary Exit

© 1996-2002 Ariba, Inc., All Rights Reserved.

Type in the VENDOR name and click Search

Once the search is completed click on the select button on next to the Vendors name.

This will return you to the non-catalog add item screen.

Note: for Xerox use the first entry.

Field: Company Search New

Company	Action
XEROX CORPORATION	Select
XEROX CORPORATION	Select
Xerox Engineering Systems	Select

Cancel

https://cust-11.buysense.com/Ariba/Buyer/aw?ii73v0b1001000=awsn&aws=9DRRKBzsWAso58IG&awr=g

Start Citrix Program... Inbox - Micro... Ariba Cho... SECTION XII... Microsoft Excel 1:33 PM

Add Items - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?ii73v0b1001000=awsn&aws=9DRRKBzsWAso58IG&awr=g> Go Links

Catalog Non-Catalog Favorites Saved Searches

If you cannot locate an item in the catalog, describe the item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. **Note:** You must click **Add Item** before leaving this screen, otherwise you will lose the non-catalog information you enter.

Full Description:

*Commodity Code: +

Supplier: +

Contact:

Supplier Part Number:

Contract Number:

Auxiliary Part ID:

Measure: each +

+

Add Item Update Total

* Indicates required field

Done

Start Citrix Program... Inbox - Micro... Add Items ... SECTION XII... Microsoft Excel 1:33 PM

Type in the Contract #

60046-05

Add Items - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://... Go Links

(1)
Type in Quantity

(2)
Type in Unit of Measure

If ordering one machine leave it at "each"
If ordering more than one change it to "lot"

(3)
Under Price type in the Purchase Order total amount from the excel spreadsheet.

(4)
Click **ADD ITEM**

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure: +

Price: +

Amount: \$0.00USD

Add Item **Update Total**

[Add item to this request](#)

* Indicates required field

Done Start Citrix Program... Inbox - Micro... Add Items ... SECTION XII... Microsoft Excel 1:34 PM

View Line Items - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAso58IG&awr=h Go Links

eVA Welcome Gill, Sandra last visit 10/24/2002 7:52 AM **buysense**

Requisition

1 Title
2 **Add Items**
3 Accounting
4 Shipping
5 Comments
6 Approval Flow
Summary

Click on **Add Items** to add additional items to the same vendor or click next to proceed.

Add Items **Next >** **Summary**

ed on your requisition. You can change any editable
the requisition total. To add more items, click **Add**

Unit	Price	Amount	Action
each	\$4,212.00USD	\$4,212.00USD	Edit

See Attached Excel Spreadsheet. Benchmark 5,
12 month rental, standalone

Bill To: eVA-Billing Exception

Delete **Copy**

Total Cost: \$4,212.00USD

Update Total

Done Start Citrix Program... Inbox - Micro... View Line ... SECTION XII... Microsoft Excel 1:34 PM

Add Accounting Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAso58lG&awr=j> Go Links

eVA Welcome Gill, Sandra last visit 10/24/2002 7:52 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting ✓
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

3 Add Accounting Details < Prev Next > Summary Exit

Requisition PR78084
Copier - Benchmark 5, 12 Month Rental, Standalone

Accounting details of the requisition are displayed below. Click **Edit** to change the accounting splits for the line item. If you split a line item, you must click **Edit** to make further edits.

Accounting - by Line Item

Items in this requisition

No.	Type	SR	Qty	Unit	Price	Amount
1			1	each	\$4,212.00USD	\$4,212.00USD

Edit the accounting if required by your agency.

Start Citrix Program... Inbox - Micro... Add Acco... SECTION XII... Microsoft Excel 1:34 PM

Add Shipping Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAso58lG&awr=l> Go Links

eVA Welcome Gill, Sandra last visit 10/24/2002 7:52 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting ✓
- 4 Shipping ✓
- 5 Comments
- 6 Approval Flow
- Summary

4 Add Shipping Details < Prev Next > Summary Exit

Requisition PR78084
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Enter shipping information for the entire request.

Shipping - Entire Requisition

Ship To: eVA-Shipping Exception +
Deliver To: Ordering Agency
Need-by Date: Wed, 4 Dec, 2002 10

Expand **Shipping - by Line Item** to enter different shipping information for each line item.

Shipping - by Line Item

Complete the shipping details.

The Need-by date should be 30 days from the date of order.

Done Citrix Program... Inbox - Micro... Add Shippi... SECTION XII... Microsoft Excel 1:36 PM

This is a **CRITICAL** step in completing the order!

- (1) Type See attached Spreadsheet in the comments section and any other information you need to relay to the vendor.
- (2) check the include comments on purchase order
- (3) Click on "ADD Attachment"

Comments: See Attached Spreadsheet

☒ include comment on purchase orders

Add Attachment Delete

Expand Add Comments - by Line Item to add comments to individual line items.

Ariba Attachment Chooser - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsW/Aso58IG&awr=q> Go Links

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Add Attachment

Please select the file that you would like to attach

File: Browse...

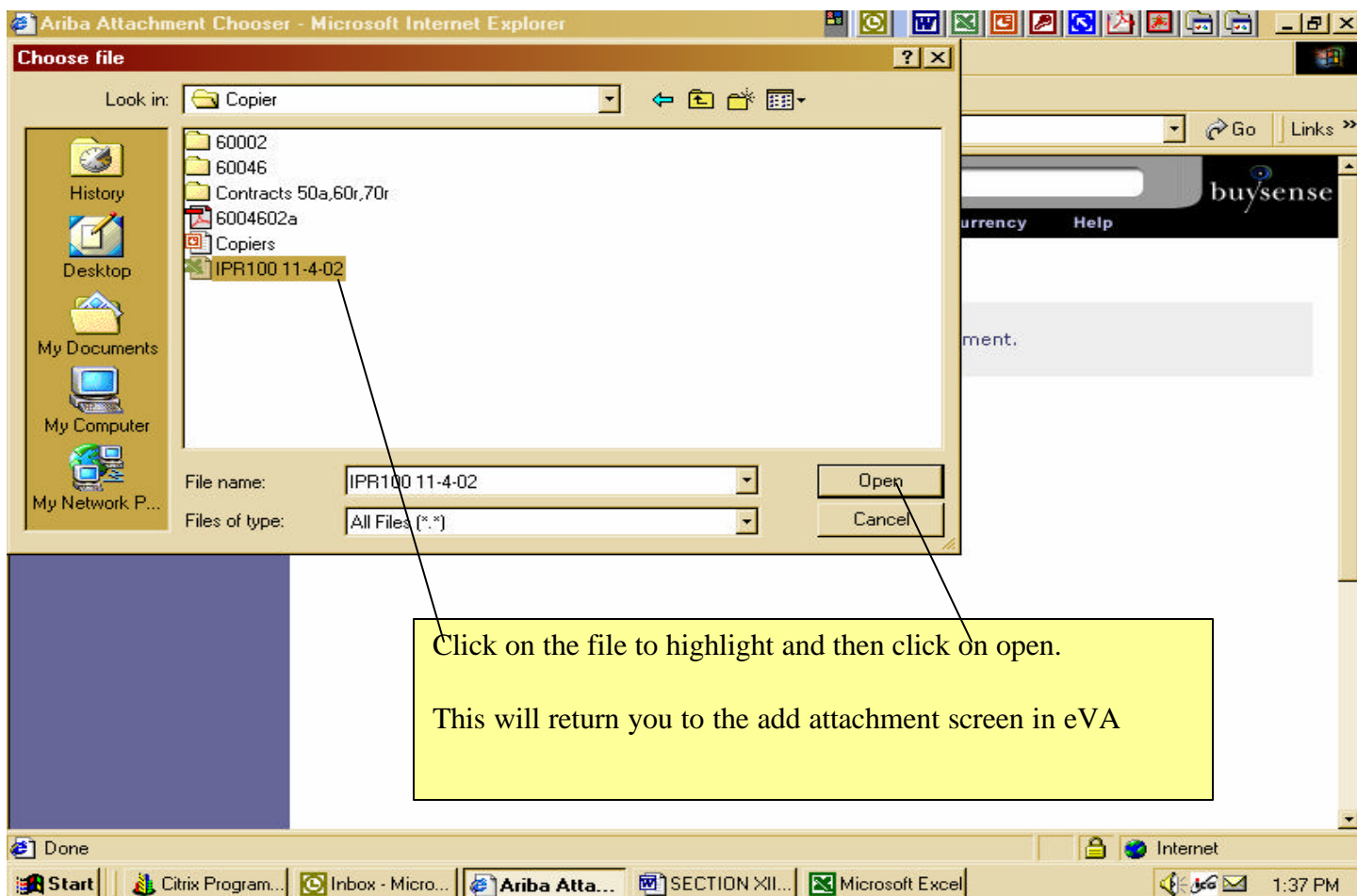
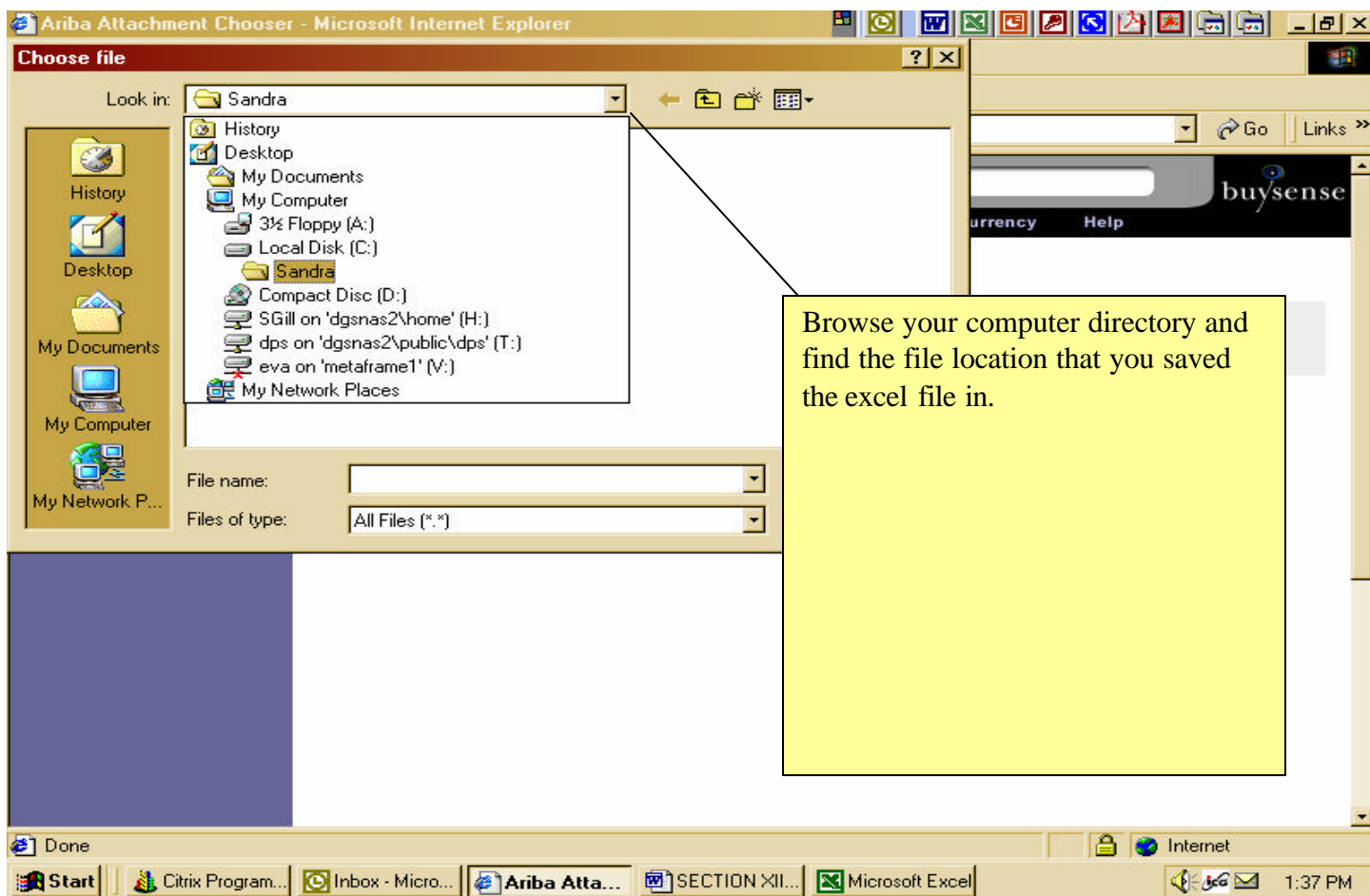
OK Cancel

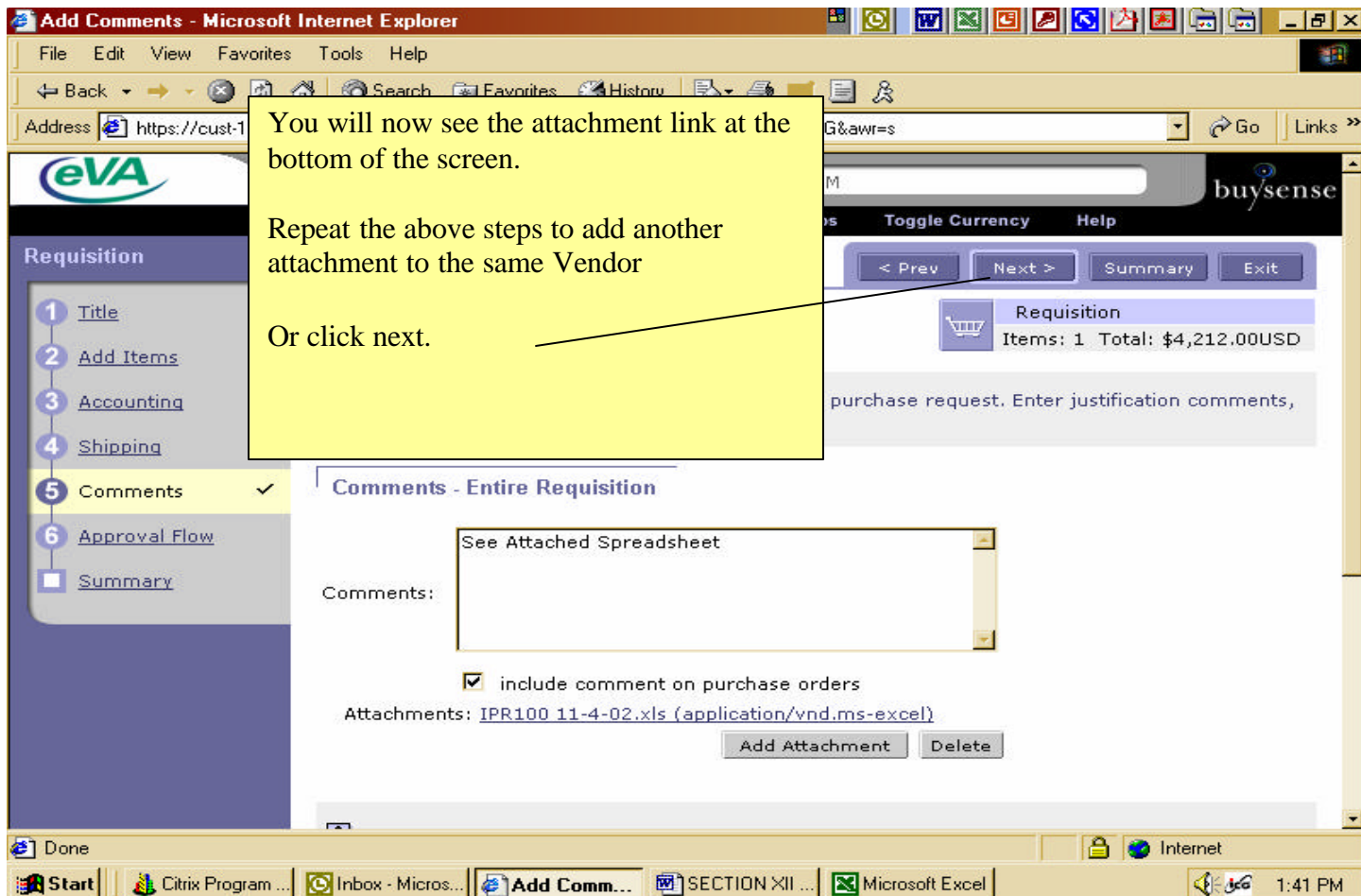
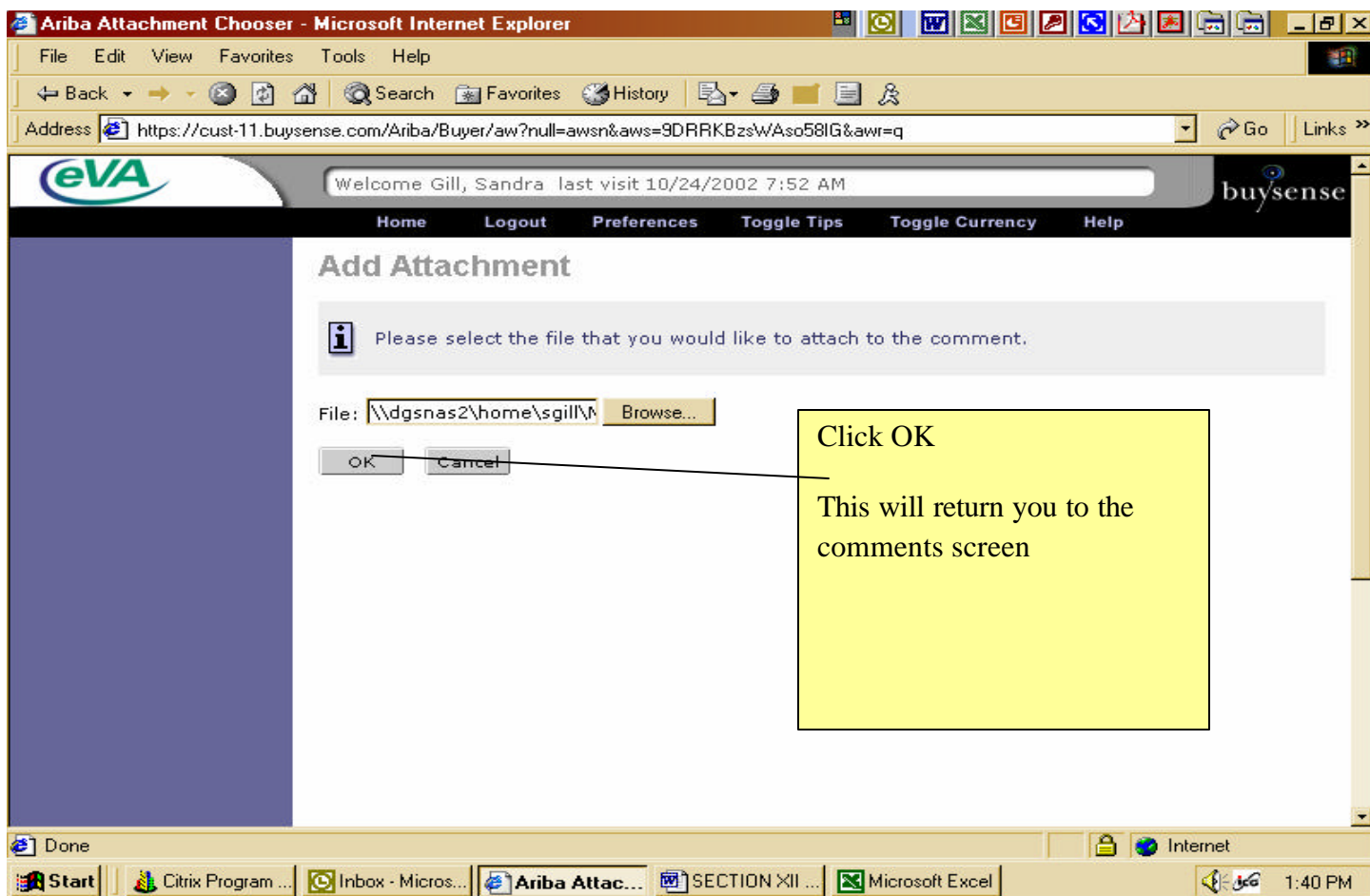
Click on the Browse Button

This is where you will add the excel order form you completed and saved earlier.

File: Browse...

OK Cancel





Approval Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAs058IG&awr=u> Go Links >>

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Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting ✓
- 4 Shipping ✓
- 5 Comments ✓
- 6 Approval Flow ✓
- Summary

6 Approval Flow

< Prev Next > Summary Exit

Requisition PR78084
Copier - Benchmark 5, 12 Month Rental, Standalone

Requisition
Items: 1 Total: \$4,212.00USD

i The approval flow diagram shows who needs to approve your request. You can add approvers or delete them from your request.

Approval Flow - Requisition

There are no approvals required.

Add Approver

< Prev Next > Summary Exit

Done

Start Citrix Program ... Inbox - Micros... Approval FL... SECTION XII ... Microsoft Excel 1:44 PM

The eVA approval flow that must occur before your PR will move to the ordered status.

Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://cust-11.buysense.com/Ariba/Buyer/aw?null=awsn&aws=9DRRKBzsWAs058IG&awr=1a> Go Links >>

eVA Welcome Gill, Sandra last visit 10/24/2002 7:52 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Item
- 3 Account
- 4 Shipping
- 5 Comme
- 6 Approva
- Summary ✓

Summary

< Prev Next > Submit Exit

month Rental, Standalone

Requisition Submit this request for approval
Items: 1 Total: \$4,212.00USD

our current requisition. Review the information to be sure it is correct. If you need to change the information from the previous step to change the information. When you are finished, click on the submit button to request for approval.

Review your data and make any needed corrections.

If no corrections are needed click on the submit button.

Once approved the order will be sent to the vendor electronically.

Title: Copier - Benchmark 5, 12 Month Rental, Standalone

On Behalf Of: Gill, Sandra +

Hold Until: 10

Agency: 100 +

FY: 2003 +

Done

Start Citrix Program Nei... Inbox - Microsoft ... Summary - Mic... SECTION XII - ord... Microsoft Excel 1:46 PM